
Civil Paralegal Seminar
March 4–8, 2002
Columbia, South Carolina

Agenda

Monday, March 4, 2002

8:00 - 8:30 A.m.	Registration
8:30 - 8:45 A.m.	Welcome and Administrative Announcements
8:45 - 10:00 A.m.	Overview of the Court System and Tracking A Civil Case
10:00 - 10:20 A.m.	Break
10:20 - 12:15 P.m.	Overview of the Federal Rules of Civil Procedure
12:15 - 1:30 P.m.	Lunch
1:30 - 2:45 P.m.	Motions
2:45 - 3:00 P.m.	Introduction to the Motions Workshop
3:00 - 3:20 P.m.	Break
3:20 - 5:00 P.m.	Motions Workshop
5:00 P.m.	Recess

Tuesday, March 5, 2002

8:30 - 9:45 A.m.	Expert Witnesses
9:45 - 10:00 A.m.	Break
10:00 - 11:20 A.m.	Discovery by the United States
11:20 - 11:30 A.m.	Break
11:30 - 12:15 P.m.	Response to Discovery from the Opposition
12:15 - 1:30 P.m.	Lunch
1:30 - 1:40 P.m.	Introduction to the Discovery Workshop
1:40 - 3:00 P.m.	Discovery Workshop

3:00 - 3:20 P.m.	Break
3:20 - 4:45 P.m.	Ethics for Civil Paralegals
4:45 P.m.	Recess

Wednesday, March 6, 2002

8:30 - 8:40 A.m.	Introduction to Topical Workshops
8:40 - 10:10 A.m.	Topical Workshops (Choose One of Three.) (1) Bankruptcy (2) Defensive Civil Litigation: Federal Tort Claims Act (3) Affirmative Civil Litigation
10:10 - 10:40 A.m.	Break
10:40 - 12:30 P.m.	Topical Workshops (Choose One of Three.) (1) Organizing Large Cases (2) Defensive Civil Litigation: Federal Tort Claims Act (3) Affirmative Civil Litigation
12:30 - 1:30 P.m.	Lunch
1:30 - 3:00 P.m.	Computerized Litigation Support
3:00 - 3:15 P.m.	Break
3:15 - 5:00 P.m.	Exhibits and Demonstrative Evidence
5:00 P.m.	Recess

Thursday, March 7, 2002

8:30 - 10:15 A.m.	Preparing for Trial
10:15 - 10:30 A.m.	Break
10:30 - 12:00 P.m.	Topical Workshops (Choose One of Three.) (1) Freedom of Information Act (2) Organizing Large Cases (3) Employment Discrimination
12:00 - 1:30 P.m.	Lunch
1:30 - 2:15 P.m.	Computer Research Tips

2:15 - 2:30 P.m.	Break
2:30 - 4:00 P.m.	Topical Workshops (Choose One of Three.)
	(1) Freedom of Information Act
	(2) Asset Forfeiture
	(3) Employment Discrimination
4:00 P.m.	Recess

Friday, March 8, 2002

8:30 - 9:45 A.m.	Writing Workshop
9:45 - 10:15 A.m.	Break
10:15 - 11:15 A.m.	Writing Workshop (Continued)
11:15 A.m.	Wrap-up, Evaluations, and Adjournment